



The Eau Claire Public Schools Foundation is seeking an Executive Director to lead its Foundation.

ABOUT THE FOUNDATION

Advancing Eau Claire Public Schools through strategic philanthropy.

MISSION STATEMENT

Dedicated to promoting education by fostering supportive relationships with Eau Claire Area School District and the community; raising funds to provide learning opportunities for students, teachers, and staff; and awarding grants for value-added projects.

WHY WE DO WHAT WE DO

We believe public schools are a shared community responsibility. We also acknowledge that strong public schools are essential to a thriving community for individuals, families, and businesses. Together, we can build a legacy of world-class schools and citizens.

Resources are needed to provide cutting-edge innovation in our schools. These programs prepare Eau Claire students to succeed and lead in tomorrow's world. The Foundation funds these innovative programs that otherwise would not happen without our involvement.

The Foundation was established in 2011 as an independent 501(c)3 foundation and is a supporting organization of the Eau Claire Community Foundation (ECCF). For more information on the Eau Claire Public Schools Foundation (ECPSF), please visit our website at www.ecpsfound.org

A supporting organization (also known as a "supporting foundation") is a 501(c)(3) charitable organization formed to support the work of another charitable organization. It is a distinct legal entity affiliated with the Eau Claire Community Foundation by its purposes and operations. One benefit of this arrangement is that all Policies and fund agreements are provided. More visibility is gained through ECCF's staff with donors, professional advisors, and community organizations. The Executive Director works closely with ECCF as partners in philanthropy to grow ECPSF.

POSITION SUMMARY

The Executive Director leads the ECPSF within the framework of its established mission, vision, and objectives adopted by the Board of Trustees. The Executive Director assures ECPSF provides the highest quality services to donors, the Eau Claire Area School District (ECASD), and other community organizations involved with the schools by growing and maintaining meaningful long-term relationships.

POSITION DESCRIPTION

The ECPSF's Executive Director is a part-time salary position averaging 25 – 32 hours per week. The hours are flexible, but a minimum of 8 regular scheduled in-office hours will be required and some infrequent evenings inevitably be necessary within those weekly hours.

Executive Director will be responsible for the overall direction, coordination, and evaluation of all functions of the ECPSF. The Executive Director reports to the Executive Committee of ECPSF, including the Chair, Vice Chair, Secretary and Treasurer, and its Board of Trustees. Duties include:

ASSET DEVELOPMENT

- Continue existing efforts to raise funds for ECPSF
- Develop strategies to enhance ECPSF fundraising to increase fundraising results now and into the future.
 1. Develop and implement strategies to reach donors and professional advisors.
 2. Work with the Board to identify, cultivate, and select prospective donors.
 3. Cultivate relationships to generate multi-year giving options and results with donors.
- Establish and oversee partnership with the Eau Claire School District to align fundraising with district priorities.
- Represent the ECPSF through involvement with civic, business, and professional leaders.
- Maintain a high level of knowledge regarding legal, accounting, investment, and technology issues applicable to charitable giving.
- Maintain donor records, recognition, controls, and documentation.

EXTERNAL RELATIONSHIPS AND ACTIVITIES

- Develop opportunities to be a high-impact and high-profile partner in the community through community partnerships and projects that support the District.
- Work with the media to raise the image and "brand" of ECPSF consistent with its strategy.
- Coordinate and manage efforts to enhance how ECPSF is viewed by its communities and donors.
- When appropriate, coordinate efforts with other foundations.

STRATEGIC MANAGEMENT

- Develop and administer a visionary strategic plan with measurable goals and objectives in conjunction with the Board.
- Report to the Board quarterly on progress towards these goals and objectives.

DONOR SERVICES/GRANT-MAKING

- Communicate and collaborate with donors promptly, efficiently, and effectively.
- Oversee ECPSF's unrestricted grant process.
- Assure that donor-advised grant-making is consistent with legislative guidelines.
- Maintain an awareness of the needs of area nonprofits that address the needs of children in ECASD.
- Maintain steady growth in grants to the school district.
- Monitor grants to the school district to ensure they are used for the intended purpose.

SKILLS AND QUALIFICATIONS

- Bachelor's degree or at least five years of successful leadership experience at an educational institution, a charitable foundation, or a nonprofit organization.
- Creative and innovative, conscientious to detail, accurate records, professionalism, and handling sensitive donor and community relationships.
- Highly self-motivated, comfortable working independently
- A personal presence characterized by a sense of honesty, integrity, and caring with the ability to inspire and motivate others.
- Highly effective communication skills with the ability to relate to internal and external constituencies.

To apply, send a cover letter and resume to (or if you have questions):

Executive Director: Todd Johnson, director@ECPSfound.org , 715-497-4862